

**DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MILITARY DISTRICT OF WASHINGTON
Fort Lesley J. McNair
Washington, D.C. 20319-5000**

**MDW Regulation
No. 1-7**

21 April 1986

**Administration
CEREMONIAL FLAGS AND EQUIPMENT**

Summary. This is a new regulation. It establishes the Directorate of Ceremonies and Special Events (DC&SE) as the overall manager of ceremonial flags and equipment stocked by the U.S. Army Military District of Washington (MDW) for internal and support use. Specific responsibilities for storing, maintaining, requisitioning, and issuing flags and equipment are assigned to Commander, 3d Infantry (The Old Guard); procedures are prescribed for requesting the use of flags and equipment. HQ MDW Form 714 is prescribed for use by The Old Guard in inventorying flags and equipment.

Applicability. This regulation applies to The Old Guard (specific responsibilities are assigned) and to all MDW units that use or request the use of ceremonial flags and equipment.

Supplementation. Issue of MDW command-level supplements to this regulation is prohibited except on approval of the Commanding General, MDW. Requests for exception must be fully justified in writing and submitted to Cdr, MDW, ATTN: ANC&SE, Bldg 32, Fort Lesley J. McNair, Washington, D.C. 20319-5050.

Suggested improvements. The proponent of this regulation is the DC&SE. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Cdr, MDW, ATTN: ANC&SE, Bldg 32, Fort Lesley J. McNair, Washington, D.C. 20319-5050.

1. Purpose

This regulation prescribes policies, procedures, and responsibilities for managing ceremonial flags and equipment.

2. Responsibilities

a. DC&SE will—

- (1) Obtain Department of the Army authorization for stockage of ceremonial flags and equipment needed by MDW for internal and support use.
- (2) Control the use of all ceremonial flags and equipment stocked in MDW by—
 - (a) Setting policies and procedures for use.
 - (b) Setting inventory policies.
 - (c) Serving as approval authority for all requests to use flags and equipment.

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b. Commander, The Old Guard, will—

(1) Store, safeguard, maintain, and replace ceremonial flags and equipment per AR 840-10.

(2) Requisition new flags and equipment to meet MDW internal and support needs.

(3) Issue flags and equipment (per DA Pam 710-2-1) to requesting units and activities, on approval of the DC&SE.

(4) Inventory ceremonial flags and equipment quarterly, record the results on HQ MDW Form 714, and provide to the DC&SE one copy of the completed form.

(5) Provide detail personnel to set up and remove flags and equipment at functions hosted or supported by MDW.

(6) Inspect flags and equipment promptly after use; report any damage or soiling to the DC&SE.

c. Commanders and chiefs of MDW using units and activities will—

(1) Request the use of ceremonial flags and equipment per paragraph 3.

(2) Ensure that flags and equipment are used with care and returned promptly after use to the storage area of The Old Guard where they were originally picked up. (Flags and equipment will not be borrowed for longer than 3 days at a time, except by special permission of the DC&SE.)

(3) Provide detail personnel to set up and remove flags and equipment at functions hosted or supported by the using unit or activity.

3. How to request flags and equipment

MDW units or activities that request the use of flags or equipment should send their requests on a DF, at least 10 workdays in advance of desired use, to Cdr, MDW, ATTN: ANC&SE, Bldg 32, Fort Lesley J. McNair, Washington, D.C. 20319-5050. (Emergency requests by telephone will be considered, but written requests 10 days in advance are strongly preferred.) Each request must specify—

a. The type and number of flags and the type and amount of equipment needed.

b. The kind of function supported.

c. The name of the requesting unit or activity; also the name, telephone number, and office address of the point of contact.

d. The date, time, and place the flags and equipment will be used.

FOR THE COMMANDER:

WILBURT L. JENKINS
Colonel, GS
Chief of Staff

OFFICIAL:



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Captain, AG
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